

<b>Project Number:</b>	<b>Operation:</b>
<b>Project Title: Develop Facility-Specific Affirmative Procurement Program for Recycled-Content Products</b>	
<b>Current Practice and Baseline:</b>	
<p><b>New Process:</b> Facilities should develop an Affirmative Procurement Program to increase the purchase of recycled-content products. In establishing the affirmative procurement program, contracting officers must require that vendors:</p> <ul style="list-style-type: none"> <li>• Certify that the percentage of recovered materials to be used in the performance of the contract will be at least the amount required by applicable specifications or other contractual requirements, and</li> <li>• Estimate the percentage of total material utilized for the performance of the contract which contain recovered materials.</li> </ul> <p>Affirmative procurement (AP) refers to the purchase and use of materials containing recycled or recovered content in the greatest amounts practical, given resource and performance constraints. Executive Order 12873 and The Resource Conservation and Recovery Act (RCRA) Section 6002 requires procuring agencies to review specifications for designated items and revise them to allow procurement of products containing recovered material. RCRA Section 6002 also requires procuring agencies to establish an affirmative procurement program. U.S. EPA has established Comprehensive Procurement Guidelines that identify categories of items to be purchased with recycled content and specify the minimum acceptable recycled content level for items in each category. U.S. EPA guideline items include paper and paper products, retread tires, re-refined lubricating oil, building insulation, cement and concrete containing fly ash, engine coolants, structural fiberboard, laminated paperboard, carpet and floor tile, patio blocks, cement and concrete containing granulated blast furnace slag, traffic cones and barricades, playground surfaces and running tracks, hydraulic mulch, yard trimmings compost, office recycling containers and office waste receptacles, plastic desktop accessories, toner cartridges, binders, and plastic trash bags.</p> <p>Affirmative procurement requirements should be included in future construction agreements, so contractors will have to use recycled materials in the beginning phase of building.</p> <p>U.S. EPA has developed lists of manufacturers and vendors of the items designated in published Comprehensive Procurement Guidelines. These lists will be updated periodically as new sources are identified and U.S. EPA becomes aware of changes in product availability. To assist procuring agencies, the lists will be made available at no charge by calling U.S. EPA's RCRA Hotline at (800) 424-9346.</p> <p>A publication produced by the Northeast Waste Disposal Authority, U.S. EPA Region 9 offices, and the GSA titled <i>Greening the Government: A Guide to Implementing Executive Order 12873 - Closing the Circle</i> outlines acquisition planning and affirmative procurement; standards, specifications, and designation of items; agency goals and reporting requirements; and awareness. The publication also contains material and on-line resources, and recycled products markets. For more information, or to get on the mailing list, contact the Office of the Federal Environmental Executive, Mail Code 1600, 401 M Street SW, Washington, DC 20460, (202) 260-1297 or email <a href="mailto:McPoland.Fran@epamail.epa.gov">McPoland.Fran@epamail.epa.gov</a>. This document is available on the Internet in Enviro\$en\$e (<a href="http://es.epa.gov/index.html">http://es.epa.gov/index.html</a>)</p> <p>The U.S. General Services Administration (GSA) publishes an <i>Environmental Products Guide</i>, which lists items available through its Federal Supply Service. This Guide is updated periodically as new items</p>	

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become available. Copies of the GSA <i>Environmental Products Guide</i> can be obtained by contacting GSA's Centralized Mailing List Service in Fort Worth, Texas 76115 or at (817) 334-5215.			
In addition to the information provided by U.S. EPA and GSA, there are other publicly available sources of information about products containing recovered materials. For example, the <i>Official Recycled Products Guide</i> (RPG) was established in March 1989 to provide a broad range of information on recycled content products. Listings include product, company name, address, contact, telephone, fax, type of company (manufacturer or distributor), and minimum recycled content. Pricing information is not included. The RPG is available on a subscription basis from American Recycling Market, Inc., (800) 267-0707.			
<b>Benefits:</b> Purchasing products with recycled content “closes the recycling loop” by stimulating demand for recovered materials. This helps to ensure that there will be a viable market for recyclables collected from the facility, and other facilities and organizations. Facilities will meet the requirements of Executive Order 12873 and Section 6002 of RCRA by establishing an Affirmative Procurement program.			
<b>Recommended Action Plan:</b>			
<b>Activity</b>		<b>Principal</b>	<b>Completion Date</b>
1. Obtain U.S. EPA's Comprehensive Procurement Guidelines from the RCRA hotline at (800) 424-9346.			
2. Distribute a list of affirmative procurement items to purchasing staff.			
3. Train purchasing staff on affirmative procurement.			
4. Identify items to be procured with various levels of recycled content.			
5. Develop and implement a tracking program to monitor compliance and progress.			